

## School of Geography

### **Student Disability Disclosure and Confidentiality Policy**

The University undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of the Data Protection Act 1998. Personal information concerning a disability disclosed by a student to a staff member of the School of Geography will be maintained in confidence and will not be released to anyone inside or outside the School without the student's authorisation. The only exceptions to this are where there is a legal obligation to do so or where exceptional issues of personal safety arise.

However, where the School believes it is in the student's best interests that contact is made with other professionals e.g. Academic Support, the University Accommodation Office, a doctor or psychologist, the student will be encouraged to sign a **Disability Disclosure Form**. If authorised by the student in this way, the School will then be able to discuss issues relevant to the student's disability and the impact on study with other professionals in order to best serve the student's interests. Information regarding a student's circumstances can then also be shared between staff within the School in situations where it is felt this would enable us to extend support for the student.

### **Storage of written information**

Any written information held by the School's Disability Liaison Officer (DLO; Dr. Alex Vasudevan) regarding a student's situation will be kept in confidential files locked within a filing cabinet in the DLO's office. In cases where the student has signed a Disability Disclosure Form (see above) other staff within the School may consult the student's file on occasions where the Disability Liaison Officer is not available.

### **If you have any concerns regarding the above policy, please talk to the Disability Liaison Officer:**

Dr Alex Vasudevan, Room A23a, School of Geography,  
Sir Clive Granger Building, University of Nottingham,  
University Park, Nottingham NG7 2RD  
tel. 0115 951 5455 e-mail: alexander.vasudevan@nottingham.ac.uk